

OFFICE

DIVISION

## Command options

**Security**

BRANCH

SECTION

## City Development

**FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)**

SD - 12/03/41  
Jayed 4/18/59

**Total Civilian Service**

59 0 10

**11 MILITARY SERVICE** (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)

**Total Military Service**

### **III CERTIFICATION**

I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.

12 December 1951

DATE \_\_\_\_\_

SIGNATURE OF EMPLOYEE

## IV REMARKS: (CONCERNING ABOVE SERVICE)

**V FOR PERSONNEL OFFICE USE ONLY**

TOTAL CREDITABLE SERVICE

**DAYS**

**MONTHS**

YEARS

20

2

10

MAY BE CONTINUED ON NON-DETACHABLE REVERSE SIDE

# OATH OF OFFICE, AFFIDAVIT, AND DECLARATION OF APPOINTEE

CENTRAL INTELLIGENCE GROUP

WASHINGTON, D. C.

(Department or Establishment)

(Bureau or Division)

(Place of Employment)

**A**  
**OATH OF  
OFFICE**

ADELAIDE M. HAWKINS

Do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. **SO HELP ME GOD**

**B**  
**AFFIDAVIT**

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

**C**  
**DECLARATION  
OF APPOINTEE**

Do further certify that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc. as quoted on the attached Information for Appointee; and ~~strike out either (3) or (4)]~~

(3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct.

(4) the answers contained in my Application for Federal Employment Form No. ~~dated~~ 19 ~~filed with the above named department or establishment which I have reviewed are true and correct as of this date except for the following (if necessary use additional sheet; if no exceptions write none)~~ (4) is executed the reverse of this sheet need not be used.

Subscribed and sworn before me this 28th day of

July

A. D. 1947

at Washington

D. C.

(State)

[SEAL]

Chapter 147 Title 51, Sec. 208  
Act of June 26, 1943  
Appointment Clerk (Title)

NOTE: If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

28 July 1947

Cryptographer, P-4, \$5152.80

(Date of Entrance on Duty)

(Position to which appointed)

March 6, 1947

(Date of Birth)

# DECLARATION OF APPOINTEE

This form, if required, is to be completed before entrance on duty. Every question must be answered. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. False personation is a criminal offense and will be prosecuted accordingly.

1. Present Address: 1818 S. Dayton St. Washington, D.C.  
(Street and Number) (City and State)

2. Who should be notified in case of emergency? Mrs. John Mullen Mullen  
(Name) (Relationship)

1818 S. Dayton St. Washington, D.C.  
(Street and Number) (City and State)

3. Does the U. S. Government employ in a civilian capacity any relative of yours (either by blood or marriage) for the preceding five years who have lived within the past 6 months? Yes or No? No  
If so, for each such relative fill in the blanks below. If additional space is necessary, complete under item 12.

Name	Post office address (Give street number, if any)	(1) Position and (2) Temporary or permanent and (3) Department or office in which employed	Relationship	Married or single	Age

4. Place of birth: Wheeling West Virginia  
(Town) (State or Country)

Indicate "Yes" or "No" answer by placing X in proper column.

Yes	No	ITEM NO.	Write in left column numbers of items to which detailed answers apply.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Are you a citizen of the United States?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	If foreign born, have you furnished proof of naturalization or citizenship to (1) the U. S. Civil Service Commission, (2) this agency in connection with this appointment?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Since you filed application resulting in this appointment, have there been any change in the status of your citizenship or of the persons through whom you gained your citizenship?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	(a) Do you hold any position or office under the United States or any State, Territory, County, or Municipality? If so, state the place, position, and salary under item 12. (b) Are you willing to resign such position or office if it becomes necessary to do so in order to hold the Federal position?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Do you receive any pension or other benefit for military or naval service or an annuity from the U. S. or D. C. Government under any Retirement Act? If so, give details under item 12, stating whether you were retired for age, length of service, or disability; amount of retirement pay; and under what retirement act and rank. If retired from military or naval service.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	Since you filed application resulting in this appointment, have you been discharged for misconduct or unsatisfactory service, or forced to resign from any position? If so, give under item 12 where employed, name and address of employer and the reason for discharge in each case.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	Since you filed application resulting in this appointment, have you been arrested or summoned into any civil or military court as a defendant, or indicted for or convicted of any offense (felony or misdemeanor)? If so, for each case give under item 12 (1) the date, (2) the name and location of the court, (3) the nature of the offense or violation, and (4) the penalty, if any imposed, or other disposition.

## INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that the appointment would be in conformance with the Civil Service Act, applicable civil service rules, the War Service Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension (purchase) of office, suitability in connection with discharge of recent discharge or arrest, promise to observe provisions regarding political activity, and particularly for the following:

- (1) Identity of appointee with the applicant whose appointment was authorized by the appointing officer's signature and handwriting are to be compared with the checked original and other pertinent papers. The physical appearance may be compared against a medical certificate. The appointee may also be questioned as to his personal history for agreement with his previous statements.
- (2) Age: If discrepancy exists between the date of birth and that on application and if definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment.
- (3) Citizenship: The responsibility for observing provisions of regulations prohibiting or restricting the employment of aliens rests with the appointing officer. The Civil Service Commission indicates on applications showing foreign birth that citizenship has been verified. The appointing officer should verify citizenship if the list of eligibles or the letter of authority from the Commission makes the appointee subject to proof of citizenship, or if the application shows foreign birth but does not indicate that the citizenship has been proved. If the answer to question 4 of this form indicates foreign birth and the application shows birth in the United States, the case should be referred to the Civil Service Commission.
- (4) Members of Family: Section 9 of the Civil Service Act provides that when ever there are already two or more members of the family in the classified service and other member of such family is eligible for appointment in that service, minors do not establish a different family merely by living at an address different from that of the parents. Doubtful cases involving more than two members of family including all pertinent evidence should be referred to the Civil Service Commission or its duly authorized representatives for decision. Under War Service Regulations, the members of family provision does not apply to temporary appointments for one year or less.

officer. The Civil Service Commission indicates on applications showing foreign birth that citizenship has been verified. The appointing officer should verify citizenship if the list of eligibles or the letter of authority from the Commission makes the appointee subject to proof of citizenship, or if the application shows foreign birth but does not indicate that the citizenship has been proved. If the answer to question 4 of this form indicates foreign birth and the application shows birth in the United States, the case should be referred to the Civil Service Commission.

(4) Members of Family: Section 9 of the Civil Service Act provides that when ever there are already two or more members of the family in the classified service and other member of such family is eligible for appointment in that service, minors do not establish a different family merely by living at an address different from that of the parents. Doubtful cases involving more than two members of family including all pertinent evidence should be referred to the Civil Service Commission or its duly authorized representatives for decision. Under War Service Regulations, the members of family provision does not apply to temporary appointments for one year or less.